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Class Specifications
for the Class:

FILM INDUSTRY DEVELOPMENT SPECIALIST V
(FILM INDUSTRY DEV SPCLT V)

Class Distinguishers:

Complexity: Serves as the senior specialist responsible for providing various production coordination services and assistance for the most complex film productions in Hawaii. Examples of the most complex productions are those with multi-jurisdictional concerns over use of property, activities in specific areas, and immigration (e.g., immigration laws and VISA requirements and procedures) matters, requiring multiple permits; productions requiring the construction of sets; productions involving potentially hazardous activity (e.g., use of explosives or firearms); productions involving activities disruptive to public use and/or access; use of environmentally sensitive locations; and productions involving unique activity (e.g., monitoring by environmental specialist for the preservation of film site in use). The one position in this class also independently conducts studies on various aspects of the film industry for the development and promotion of the program, coordinates program development activities and promotional projects and provides various administrative assistance to the branch manager.

Supervisory Controls: The one position in this class performs under the general supervision of the manager of the Film Industry Branch. The incumbent independently plans and carries out work assignments with minimal guidance and supervision. This includes responsibility for the selection of work methods and approaches and the technical validity of work accomplished. However, guidance from the supervisor is available when unusual and/or precedent setting situations arise. Written guidelines include statutes, rules and regulations affecting various aspects of the film industry, policies and directives.

Personal Contacts: Personal contacts are significant for the position in this class. The position in this class assumes responsibility for developing and maintaining effective working relationships with others at all levels within the film industry, governmental agencies, businesses and private organizations. Contacts are for the purpose of providing and receiving information, securing assistance and cooperation, expediting various approval processes, coordinating efforts of others and encouraging/promoting the use of Hawaii as a television/film production site.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Principles and practices of marketing and advertising; economics related to the film industry; variety of film industry resource materials and equipment relative to the motion picture film and television film/program productions, and local sources used in film productions; island sites suitable for film production shootings; various laws, rules and regulations of federal, State and county governmental agencies, and private organizations, programs and functions affecting filmmaking in Hawaii; permit procedures of State agencies and rules governing such permits; terminology used in film industry; problems and concerns of film production activities involving potential hazards or disruption to the public or property; and report writing.

Ability to: Apply principles and practices of marketing and advertising to plan, coordinate and execute program development activities and promotional projects; prepare and monitor contracts for consulting and other work; provide motion picture and television film/program production coordination services and assistance for filmmaking activities; develop and maintain effective working relationships with others at all levels within the film industry, government agencies, businesses, private organizations, and others; communicate effectively orally and in writing; and prepare clear and concise reports.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plans, coordinates and executes the most complex film industry development activities and promotional projects.
2. Coordinates projects with other departmental promotional efforts to diversify and strengthen the State's economy.
3. Monitors promotional program for cost-effectiveness and results.

4. Conducts studies and analyses of various aspects of the film industry.
5. Provides a variety of pertinent information and assistance to local, national and foreign producers regarding filming in Hawaii (e.g., appropriate filming locations/facilities; technical personnel, equipment, props, services, etc., and local sources; immigration and employment requirements; Hawaii's tax structure; and other requirements for conducting filmmaking).
6. Provides timely information to producers upon request.
7. Provides assistance to producers in obtaining permits and various types of services required for the most complex productions, e.g., labor, props, equipment, support services, etc.
8. Advises film producers on federal, State and county requirements and assists by referring them to the appropriate agency after making initial contact.
9. Serves as liaison between various governmental agencies, the filmmakers and others on terms and conditions of permits, remedial actions required in the event of damage or loss of property, various services and other requirements.
10. Reads film scripts or script outlines and confers with filmmaking personnel to provide pertinent information and assistance and to determine the necessary requirements and permits for conducting filming activities.
11. Coordinates approval from private landowners and from public agencies for filmmakers to use locations/facilities for production needs.
12. Monitors film production shootings to insure adherence to terms and conditions of permit.
13. Prepares contracts for consulting and other program development work, and monitors and evaluates contractor's work to ensure conformance to agreement.
14. Develops and coordinates preparation of publications of brochures, directories and other material used in promoting the film industry.

15. Recommends policies and develops procedures for issuance of film permits.
16. Drafts requests for proposals.
17. Drafts legislative testimony and may serve as technical resource at legislative hearings.
18. Attends meetings, seminars and public hearings to obtain or provide information on the film industry program and to promote Hawaii as a filming location.
19. Drafts budget requests and expenditure plans for branch manager's review and provides other administrative assistance to the branch manager.
20. In addition, may perform work at the lower level.

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This is the first specification for the new class FILM
INDUSTRY DEVELOPMENT SPECIALIST V (FILM INDUSTRY DEV SPCLT V)
which is a result of the Civil Service Commission's decision
dated April 28, 1994, on a classification appeal.

Effective Date: August 16, 1986

DATE APPROVED: 7/14/95

/s/ Ann K. Kon
JAMES H. TAKUSHI
Director of Human Resources Development